

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** Attendant Supervisor

**Date:** 09/25/2006

**Position Level:** 9

**FLSA Status:** Exempt

**Class Code:** 9-44

### GENERAL DESCRIPTION

Primary function is to supervise attendants and assist the Sr. Administrator with managing the day to day operation of Bayshore Manor. Reports directly to the Bayshore Manor Sr Administrator.

### KEY RESPONSIBILITIES

1. \*In Sr. Administrator's absence will assume responsibility for staff and facility operation; maintains all General License Standards for ALF according to Florida Statutes and Florida Administrative Code.
2. \*Supervision of attendants and employee performance evaluations.
3. \*Assists Sr. Administrator with medication management, monitor medication logs to assure adequate supply of medication.
4. \*Prepares attendant work schedule and assures 24 hour staffing of facility.
5. \*Performs attendant duties when needed.
6. \*Participates with development and updating of operational policies and procedures.
7. \*Participates with managing risk and quality improvement program.
8. \*Assures provision of nutritionally adequate diet for all residents, manages contract with food provider.
9. Monitors and coordinates staff training as required.
10. \*Participates in financial operation of the facility and assists with preparation of annual budget.
11. \*Maintains up to date client files, monitors for compliance.
12. Observes residents for any physical, mental or emotional changes. Consults with and advises client's physician and family of any changes and documents.
13. Participates in marketing strategies making public aware of services.
14. \*Assists clients with applications for economic assistance from the State.
15. \*Completes both Medicaid and OA3E billing.
16. \*Participates in development and implementation of Bayshore Manor annual evacuation plan.
17. Performs other duties as assigned.
18. \*On 24-hour call rotation with Sr. Administrator.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Attendant Supervisor	<b>Class Code:</b> 9	<b>Position Level:</b>
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KEY JOB REQUIREMENTS	
<i>Education:</i>	High school diploma or GED required. Bachelor's degree in related field preferred.
<i>Experience:</i>	3-5 years in related field.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: work is non -standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires physical exertion and/or physical strain.
<i>On Call Requirements:</i>	On Call 24 hours as assigned (no less than 50% of 365 days per year) and during impending disasters. Frequent call backs after hours and on weekends.
<i>Other:</i>	Requires State of Florida Core ALF Course and Exam. CPR certified, First Aid certified, HIV Education Certified, Personal Hygiene Certified and Professional Food Management Certified, Florida State certified to supervise medications. Valid Florida Drivers License. Must be computer literate.

APPROVALS		
Department Head: - Bayshore Manor		
Name: <u>Susan Scarlet</u>	Signature: <u>Susan Scarlet</u>	Date: <u>10-18-06</u>
Division Director:		
Name: <u>Deb Barse</u>	Signature: <u>Deb Barse</u>	Date: <u>10/18/06</u>
Deputy County Administrator:		
Name: <u>Debbie Frederick</u>	Signature: <u>Debbie Frederick</u>	Date: <u>10/19/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_